

Administrative - Internal Use Only

ORD-2467-76

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel, ORD

SUBJECT : Recommendation for Promotion -

[redacted]  
GS-05 to GS-06

STAT

1. [redacted] joined ORD on 30 July 1975 as a Secretary-Steno. She has been assigned to the Data Processing Research Division during that time period.

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2. Since joining the Data Processing Research Division, [redacted] has been functioning as a junior secretary. She is responsible for providing secretarial support to the Image Processing and Exploitation Branch. She has performed her duties in a commendable fashion and has demonstrated that she could perform at a GS-06 level. She has, in addition, sought out training opportunities and excelled in them. She produced efficiently under stringent deadline conditions, which is a necessary attribute in our environment. Also, she maintains a good working relationship with the other personnel in the office.

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3. It is recommended that [redacted] be promoted from a GS-05 to a GS-06.

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[redacted]  
Chief, Data Processing Research  
Office of Research and Development

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APPROVED:

\_\_\_\_\_  
Acting Director of Research and Development\_\_\_\_\_  
Date

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